



HSEM Training & Exercise Frequently Asked Questions

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I. General Questions

- Q.** I am interested in the emergency management field, but do not currently have a specific role in emergency management. How can I get started?
- A.** A good way to begin learning about emergency management is to take some of the FEMA online courses. You may find the courses on the [FEMA Independent Study Program Website](#). Basic courses include IS-100.b, IS-200.b, IS 700.a and IS 800.b. The course material gives a lot of information about emergency management and may be printed. To participate in Homeland Security and Emergency Management's (HSEM's) emergency management training courses, you must have a specific role or responsibilities with an organization or jurisdiction. Requirements for the new EM Certification and Certificate Programs are posted on the [HSEM Website](#).

II. Training & Registration Tracking (TRT) System — HSEM Sponsored Courses

A. Registration

- Q.** How do I sign up for HSEM sponsored emergency management classes or register for an account?
- A.** The HSEM TRT is meant for those who have a defined role in disasters; it is not an open public offering. Eligible individuals may register by going to the [HSEM Website](#), clicking on the Training tab, and going to the Training and Registration Tracking (TRT) link. Approval typically takes 1-3 business days. You will receive an email with your user name and password. Once you have an account, you may register for the courses you want to attend. Some courses have specific requirements, so not all courses may be available for you to take. Note: We generally do not approve requests without an identified role and agency, or with a non-descript email account.

B. Independent Study Completion & Prerequisites

- Q.** How can I obtain my FEMA training transcript or FEMA certificates of completion?
- A.** To get a copy of your FEMA transcript, go to the [FEMA Independent Study Program Website](#); the ISP Transcript Request is under the Featured Topics section. On this form, please request that a copy of the transcript also be sent to HSEM Training, 445 Minnesota Street, Suite 223, St. Paul, MN 55101.
- Q.** How do I submit my independent study completions to the TRT?
- A.** Scan and send completion certificates (including prerequisites) to HSEM.Training@state.mn.us and we will enter them on your training file.

Q. When I tried to register for courses, I received the message, “You need to complete one of the following prerequisite courses before taking this class.” I have completed several of the courses through FEMA’s online training program. Can I transfer that training to HSEM and if so, how?

A. Scan and send your completion certificates (including prerequisites) to: HSEM.Training@state.mn.us. The certificates will be entered on your training file. FEMA does not provide us with your completions.

C. HSEM Completion Certificates

Q. Where do I find completion certificates for classes I have taken?

A. Sign into your TRT account using your user name and password. On the Participant History tab, click Print Certificates and choose the certificate you wish to print. Please note the Help text to print certificate page button for further assistance.

Q. I took a class, but the TRT still shows me as “A” *Attended* instead of “C” *Completed*. What do I need to do?

A. Please go to the TRT and click on the *Course Evaluation* tab. If a class shows up on this tab, it indicates there is an outstanding survey to complete. Click on the class and complete the survey. Your status will change to “C” and you will be able to access and print your certificates under the *Participant History* tab and *Print Certificates* link.

Q. I have filled out at least three HSEM Course Evaluations and get an Internal Server Error message; are they not getting through?

A. Please go to the TRT and check the Participant History Tab under the Print Certificates link. If you can access your course completion certificate, your evaluation was submitted. If you cannot, please let us know, as this is a different issue. Our system occasionally will take the inputs from an evaluation, but will send the error message. This has been reported to our Information Technology group and it is currently under review. We apologize for any confusion.

III. Emergency Management (EM) Certification & Certificate Programs

A. General Certification Program Questions

Q. What are the requirements for EM Certification or Certificate programs?

A. Requirements for the new EM Certification as well as the new Certificate Programs are posted on the [HSEM Website](#). When you enter the site, select the Training tab, then Emergency Management Certification Program link on the left. Here you will find the Emergency Management Certification Certificate Training Program Guide and all of its associated documents.

B. Sponsorship

- Q.** Do I need “Sponsorship” to participate in the EM Certification and Certificate Programs?
- A.** It depends on your role and the program chosen. The sponsorship process is in place to: help ensure that HSEM reaches its target audience, make the county emergency manager aware of who is participating in these training program(s) from their county, and validate that the training track selected is appropriate for the student’s role in emergency management.

Those who do NOT require sponsorship:

Individuals appointed by their county, city of the first class, or state agency to serve in an emergency management director, deputy director, assistant director or coordinator or state agency emergency management representative do NOT require sponsorship into the program. Participation for these roles is an expectation as required by statute. Tribal EM representatives are also NOT required to have sponsorship. If you have questions, please refer to: [“Decision Matrix – What training is best for my role in emergency management?”](#)

Sponsorship is NOT required for the “Elected/Appointed Officials” certificate. The official is requested to inform HSEM of their intention to take these courses using the [Elected and Appointed Officials Notification of Intent form](#). HSEM will inform the respective HSEM Regional Program Coordinator within one week of receipt of this notification. The RPC will then coordinate with the appropriate emergency manager so they can assist or guide the official as requested.

Those who DO require sponsorship:

Individuals not serving in the above mentioned roles must complete the [Sponsorship Form](#). If you have questions, please refer to: [“Decision Matrix – What training is best for my role in emergency management?”](#) The completed Sponsorship Form must be signed by their county emergency manager for submission to HSEM. A contact list of [county emergency managers](#) can be found on the HSEM website under contacts. HSEM will review submitted sponsorship forms monthly. Both the applicant and sponsor will receive written notification of formal acceptance into the program. Sponsorship provides the added bonus of an experienced professional local emergency manager as a point of contact/mentor to the student for networking and hands-on emergency management support.

C. Course Equivalency/Substitution Request

- Q.** I attended a university, military academy or other accredited educational institution and believe some of my courses may transfer. How do I request a review?
- A.** Classroom course equivalency/substitution requests will be reviewed by the HSEM Training Program Administrator on a case-by-case basis. A request for course equivalency/substitution should be submitted in writing and include the following:
- Course name you are requesting to be considered for equivalency
 - Course name that is being used as a possible substitution
 - Course objectives, length of course, date of course, location, and instructor or educational institution
 - Course completion certificate, transcript or other documentation verifying that the course was completed.

HSEM reserves the right to confirm or deny based upon the entire body of the student's submission. Multiple requests for equivalency/substitution of courses may have a negative impact on the body of the student's submission. HSEM can only do this as time permits, as this is outside the normal scope.

D. Continuing Education/Recertification

- Q.** Are there requirements to maintain HSEM EM certification?
- A.** Only HSEM *Emergency Management Certification* recipients have specific recertification requirements in order to retain their certification. To recertify, the Emergency Manager will need to obtain a minimum of forty (40) hours of continuing education every three years in the field of Emergency Management. Proof of meeting recertification requirements must be in the HSEM Training and Tracking (TRT) system. Proof typically consists of a certificate of completion from the training provider recorded in the HSEM TRT. An applicant is allowed to complete all of their continuing education in one year for the three year period. You may meet this requirement by completing FEMA Independent Study courses, taking other emergency management-related training or attending training sessions at the Governor's Conference or the AMEM Conference, (Note: only sessions identified as addressing core competency requirements will be given recertification credit from these conferences).

- Q.** I received my certification prior to 2010 and did not know about any recertification requirements. This is the first time I remember hearing about any requirements regarding recertification. Do these new recertification requirements apply to people who already have their certification under the old program?
- A.** HSEM has always required advanced training courses for county emergency managers once they achieved certification as part of our overall oversight of a local jurisdiction's emergency management program and planning requirements. (This has been documented in the [Emergency Management Director's Handbook](#) in the Training Program and Policy section.) For all others who achieved certification under our existing training program curriculum, we didn't articulate continuing training expectations to maintain an active certification. This is a change with our revised program. What's key going forward for you is maintaining an **active certification**. There are a number of ways you can do that.

HSEM has identified electives in its training curriculum which will count towards recertification. We will also accept completion of online emergency management independent study courses available through the Emergency Management Institute, DHS, FEMA or one of the consortium training providers. Please use the following link in your browser to check out the variety of online and resident course availabilities: <http://www.training.fema.gov/>

The above information comes from the [2014 Emergency Management Training Program Guide](#), which is found HSEM's web site under the Emergency Management Certification Program tab.

The reference to the Annual Governor's Conference or AMEM conference above pertains to sessions **identified as addressing core competency training requirements**. HSEM will identify the specific sessions for attendees where credit toward recertification will be given from 2014 forward.

IV. Camp Ripley – Emergency Management Training Center (EMTC)

A. EMTC General Questions

- Q.** I have a number of questions regarding Camp Ripley. What should I do or who should I contact?
- A.** The best place to start is the [HSEM Website](#). Select Training from the left menu, then Emergency Management Training Center. The EMTC Usage Guide contains guidelines, procedures and instructions. If you have additional questions, please email HSEM.EMTC@state.mn.us.

B. Using Grant Funding Monies

- Q.** Can I use grant funds to pay for training at Camp Ripley?
- A.** Generally, grant funds may be used for the training that HSEM offers at Camp Ripley. The use of grant funding depends on the county's grant application. If you want to use grant funds for the training, submit the [Conference/Training Authorization Request form](#) in advance of the training. You may find the form on the [HSEM Website](#) under Grants, then Resources.

C. Billing

- Q.** Does Camp Ripley or the EMTC have a vendor number so I can set up a purchase order (PO) for the training room and lodging?
- A.** Camp Ripley does not have a vendor number for interagency billing. Billing information for the EMTC will come from Jim Krousey (email James.E.Krousey.nfg@mail.mil or phone 320-616-2708). If you have questions regarding billing for billeting (lodging) please call 320-616-3140.

V. National Incident Management NIMS Course Questions

A. ICS 300 and ICS 400 courses

- Q.** Who should take the ICS 300 and ICS 400 courses?
- A.** The ICS 300 course is intended for individuals who, as a result of their job title or ICS qualifications, will have supervisory responsibilities (Incident Commander, Section Chief, Branch Director, or Division/Group Supervisor) within an ICS organization during expanding incidents that extend into multiple operational periods, referred to in the NIMS as Type III level incidents. This does not necessarily correlate to the individuals rank or position in their day-to-day organization.

The target audience for the ICS 400 course includes personnel assigned as the EOC Manager and Command and General Staff positions; Type I or Type II qualified Incident Management personnel, referred to as "Overhead" or Incident Management Team Personnel; Area Commanders; and Multi-Agency Coordination Group Coordinators. ICS 400 provides training for senior personnel who are expected to perform in a management capacity in a major and/or complex incident environment.

In Minnesota, it has been determined that the highest complexity of an incident experienced here would be a Type IV so it is not required that anyone in Minnesota take ICS 300 or ICS 400. Additional guidance is available on FEMA's [NIMS Training Program Website](#).

Q. What are the prerequisites for the ICS 300 and ICS 400 courses?

A. Prerequisite courses:

- IS-100.b, Introduction to the Incident Command System (ICS)
- IS-200.b, Incident Command System (ICS) for single Resources and Initial Action Incidents
- IS-700.a National Incident Management System (NIMS)
- IS-800.b, National Response Framework (NRF), An Introduction
- ICS 300 (for ICS 400 only)

B. Lost ICS 300 and 400 Certificates

Q. I lost my ICS 300 and 400 Certificate, is there anything I can do? My Instructors did not keep copies of the certificates and FEMA is unable to re-issue certificates because they said it must be coordinated with the instructor.

A. HSEM cannot assist with copies of ICS 300 and 400 certificates prior to January 2012 since the responsibility for completion certificates rested on the instructor and HSEM was not part of the process. However, if the instructor you took the course from went through the Center for Domestic Preparedness in Anniston, Alabama to register attendance, you can send a request to them for your transcript to studentservices@cdpemail.dhs.gov.

The responsibility to issue completion certificates was given to the states January 2012 by FEMA\EMI. You may refer to the [Emergency Management Institute's Training Bulletin 892](#) on the [HSEM Website](#) Training, NIMS page. For courses taught from January 2012 forward and sponsored by HSEM, students are able to get their completion certificates online in the HSEM Training and Registration Tracking system. Please email HSEM.Training@state.mn.us if you have any issues or see how to get your completion certificate from the TRT in this FAQ document.

C. ICS 300 and 400 Instructor Questions

Q. I am interested in holding an ICS 300 and/or ICS 400 course. What do I need to do?

A. HSEM must approve any ICS 300 or 400 course before it is scheduled (course instructor, dates, location, reason the course is being held, who is the requesting entity, etc.) Contact HSEM.Training@state.mn.us and someone will get in touch with you. Students attending courses not receiving pre-approval from HSEM will not be given completion certificates from HSEM.

Students must obtain a [FEMA student ID number](#) (SID) and bring the SID to class. Students must also have an account on the TRT.

- Q.** Who can teach ICS 100 and 200 courses? While many of these classes are offered online, a number of people have inquired about taking the courses in a classroom setting. What, if any, are the instructor requirements for presenting the course to groups of people? And how do I get certificates of completion for the course?
- A.** FEMA/DHS/EMI will no longer accept or give credit for paper exam Opscan sheets. Therefore, the only way for the student to receive credit for the course is to take the online test. So, even if you hold a classroom training for ICS 100 and 200, students will still need to go on-line and take the FEMA IS-100 or IS-200 examination. If you decide to proceed with a classroom offering, HSEM recommends the following qualifications for ICS instructors:

ICS 100: *Lead and Assistant/Unit instructors* should have successfully completed ICS 100, ICS 200, IS-700 and IS-800. *Lead instructors* should also have training and experience in adult education, and have served as Incident Commander, or in a command or general staff position.

ICS 200: *Lead instructors* should have successfully completed ICS 300 in addition to the ICS 100 Lead instructor qualifications above. *Assistant/Unit instructors* should have successfully completed ICS 100, ICS 200, IS-700 and IS-800.

- Q.** I was previously a “Qualified and Approved” instructor for ICS 300 and 400 through FEMA/EMI/CDP. Am I then considered “Qualified and Approved” to teach ICS 300 and 400 classes here in Minnesota?
- A.** All lead and assistant/unit instructors for ICS 300 and 400 must receive approval from HSEM prior to teaching a course. All will be required to submit the following information/documentation.

HSEM requires ICS 300 and 400 instructors to have successfully completed the following FEMA independent and classroom courses:

- IS-100.b, Introduction to the Incident Command System (ICS)
- IS-200.b, IICS for Single Resources and Initial Action Incidents
- IS-700.a National Incident Management System (NIMS)
- IS-800.b, National Response Framework (NRF), An Introduction
- ICS 300
- ICS 400
- L449 Incident Command System Curricula TTT

Lead instructors should have training and experience in adult education* and have served as Incident Commander, or in a command or general staff position

in an incident that went beyond one operational period or required a written Incident Action Plan. Assistant/*unit instructors* should have served as Incident Commander or in a command or general staff position OR have specialized knowledge and experience appropriate for the audience, such as public health or public works.

Adult education* training examples:

Formal instructor training may include the following:

- College instructor/communication courses,
- FEMA Master Trainer,
- National Wildlife Coordinating Groups Facilitative Instructor M410 course,
- Emergency Management Institute's Master Trainer Program,
- National Fire Academy's Instructional Methodology class, or
- DHS Office of Grants and Training's Instructor Training Certification course, or
- Equivalent (Fire Instructor II/III, EMS PI, EMA Instructional/ Presentation Skills, ILEA instructor, etc.).